

Recurring Payment with a Dollar Limit_Create and Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/18/05	Kathy Henry	First Draft
4/19/05	Joanne Gallaher	SME review, approve
4/20/05	Heather Hanson	Training review, approve
4/28/05		Agency review, approve
5/24/05		Tester review, approve
6/6/05	Kathy Henry	Edits made per tester review
8/17/05	Jenelle Anderson	Inserted Message Type table
5/11/06	Chylynn Hansel	Edits

Purpose

Use this procedure to create and/or maintain a recurring payment with a dollar limit for wage types that do not maintain a balance.

Trigger

Perform this procedure when recurring payments/deductions are created or exist that have a dollar limit for wage types that do not maintain a balance.

Prerequisites

Need to create a recurring payment with a dollar limit with a specific end date.

Recurring payments/deductions exist with default end dates of 12/31/9999, but need actual end dates.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code







PA30




Helpful Hints

You will need to determine the number of pay periods required to pay the obligation at the set payment amount. If there will be a balance remaining after the end date of the recurring payment, you will need to create a one-time payment to finalize the obligation.

Example: If the amount to be paid is \$112.99 and the payment amount is \$25 per pay period, it will take four pay periods of \$25 and one of \$12.99 to pay the obligation in full. A one-time payment must be created for the \$12.99.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.

Message Type	Description
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure



1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data

The screenshot displays the SAP 'Maintain HR Master Data' (PA30) interface. At the top, the title bar reads 'HR master data Edit Goto Extras Utilities Settings System Help'. Below this is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. On the left, there is a 'Find by' section with options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The central area is divided into tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is selected, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has radio buttons for 'Today', 'All', 'From curr. date', 'Up to Today', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is also present. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 4000171

3. Click  (Enter) to validate the information.
4. Click the  tab.

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000171

Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/Awk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E..

Basic Pay ☒

Recurring Payments/Deductions ☒

Additional Payments ☒

Cost Distribution ☒

Bank Details ☒

External Bank Transfers ☒

Payroll Status ☒

Residence Tax Area ☒

Work Tax Area ☐

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ A11 ☐ Current month

☐ From curr.date ☐ Last week

☐ Up to Today ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

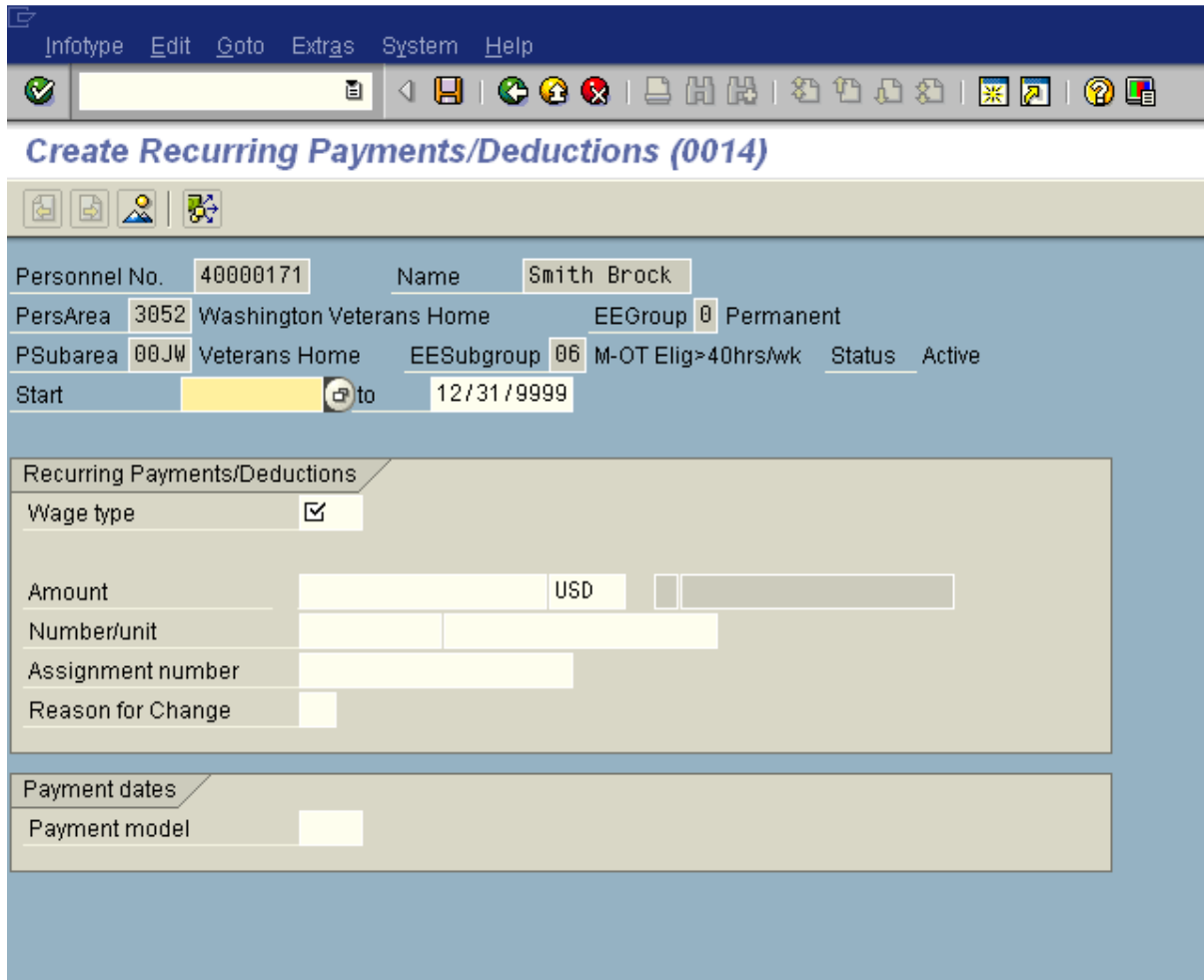
Infotype STy

5. Click the gray box to the left of **Recurring Payments/Deductions:**.
6. Perform one of the following:

If	Go To
Creating a new payment	Step 7
Updating an existing payment	Step 12

7. Click  (Create).

Create Recurring Payments/Deductions (0014)



Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start to 12/31/9999

Recurring Payments/Deductions

Wage type ☒

Amount USD

Number/unit

Assignment number

Reason for Change


Payment dates

Payment model

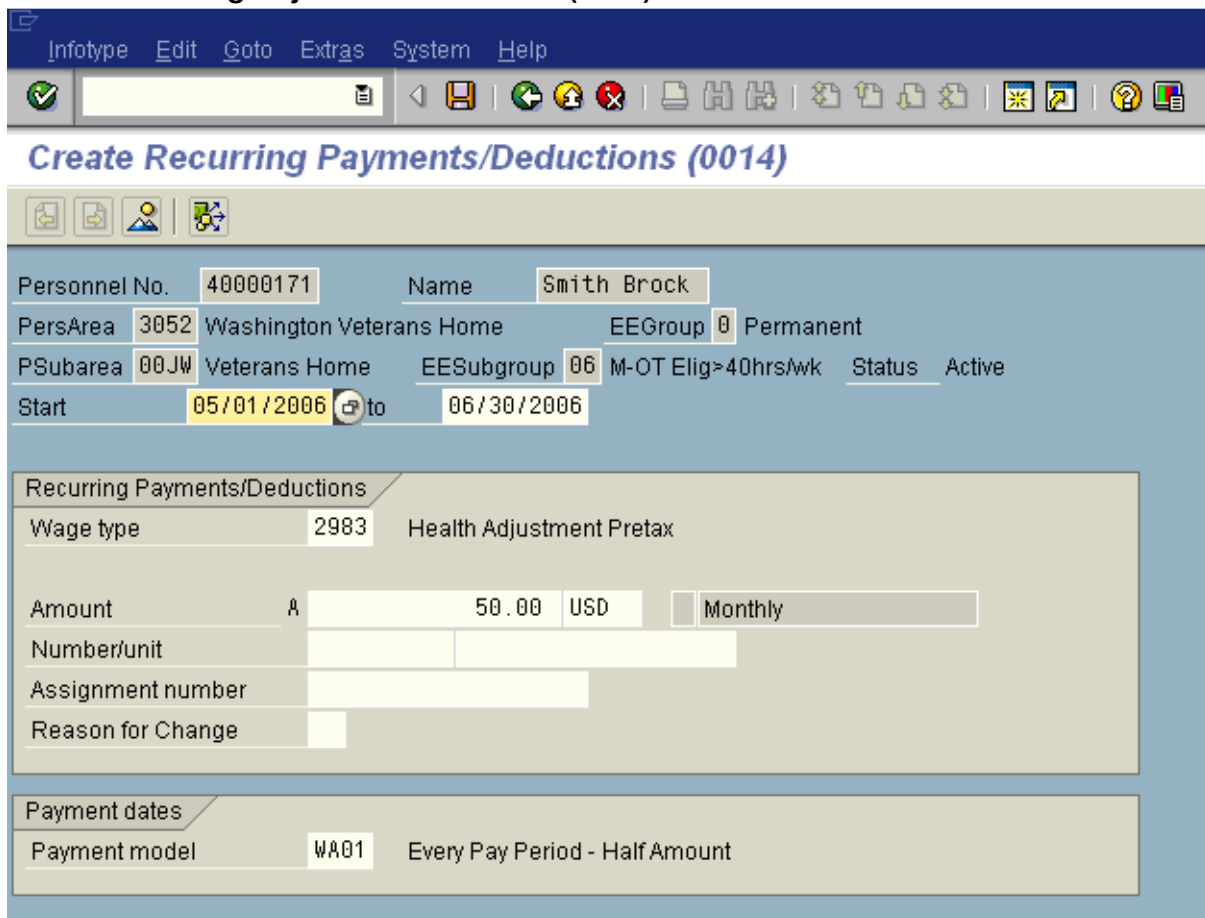
8. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date for the payment. Example: 5/1/2006
To	R	The end date for the payment. Example: 6/30/2006
Wage type	R	The type of payment or deduction. Example: 2983

Field Name	R/O/C	Description
Amount	R	The amount of the payment. Example: 50.00
Payment model	R	The payment schedule for the payment – the pay period and the amount. Example: WA01 Every pay Period – Half Amount

9. Click  (Enter) to validate the information.

Create Recurring Payments/Deductions (0014)



Infotype Edit Goto Extras System Help

Create Recurring Payments/Deductions (0014)

Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 05/01/2006 to 06/30/2006

Recurring Payments/Deductions

Wage type 2983 Health Adjustment Pretax

Amount A 50.00 USD Monthly

Number/unit

Assignment number

Reason for Change

Payment dates

Payment model WA01 Every Pay Period - Half Amount


10. Click  (Save) to save.

11. Perform one of the following:

If	Go To
You have a balance remaining after the end date of the recurring payment	Step 20
You do not have a balance remaining after the end date of the recurring payment you have completed this transaction.	




To update an existing payment follow the steps below.

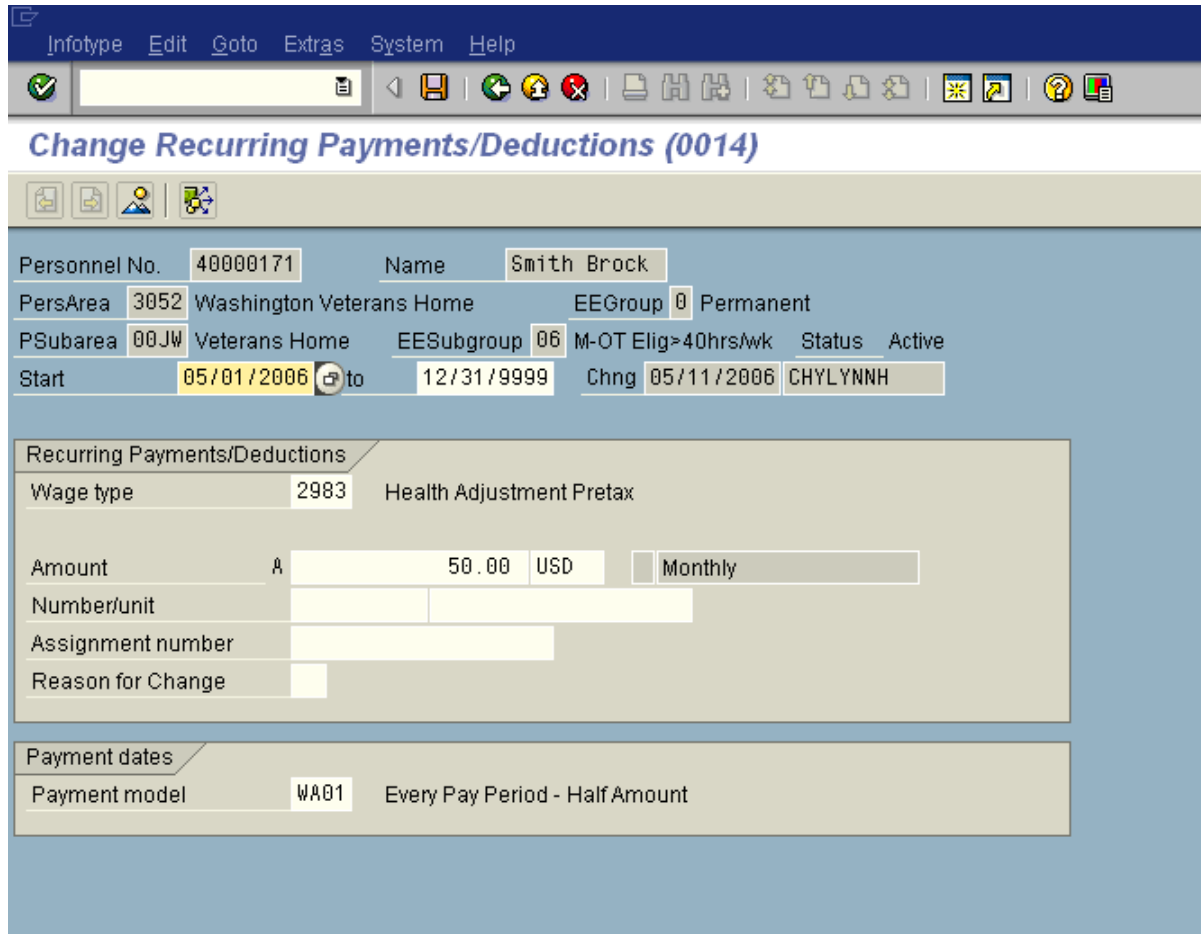
12. Click  (Overview) for an overview of all actions associated with the *Recurring Payments/Deductions* infotype (0014).

[illegible]

13. Click the gray box to the left of the payment that needs an end date other than 12/31/9999.

14. Click  (Change) to change the record.

Change Recurring Payments/Deductions



Change Recurring Payments/Deductions (0014)

Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 05/01/2006 to 12/31/9999 Chng 05/11/2006 CHYLYNNH

Recurring Payments/Deductions

Wage type 2983 Health Adjustment Pretax

Amount A 50.00 USD Monthly

Number/unit

Assignment number


Reason for Change

Payment dates

Payment model WA01 Every Pay Period - Half Amount

15. Complete the following field:

Field Name	R/O/C	Description
to	R	The end date for the payment. Example: 6/30/06

16. Click  (Enter) to validate the information.

Change Recurring Payments/Deductions (0014)

Infotype Edit Goto Extras System Help

Change Recurring Payments/Deductions (0014)

Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 05/01/2006 to 06/30/2006 Chng 05/11/2006 CHYLYNNH

Recurring Payments/Deductions

Wage type 2983 Health Adjustment Pretax

Amount A 50.00 USD Monthly

Number/unit

Assignment number


Reason for Change

Payment dates

Payment model WA01 Every Pay Period - Half Amount

17. Click  (Save) to save.

[illegible]

- 18.** Click  (Cancel) to return to **PA30**.

19. Perform one of the following:

If	Go To
You have a balance remaining after the end date of the recurring payment	Step 20
You do not have a balance remaining after the end date of the recurring payment you have completed this transaction	

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000171

Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E..

Basic Pay ✓

Recurring Payments/Deductions ✓

Additional Payments ✓

Cost Distribution

Bank Details ✓

External Bank Transfers

Payroll Status ✓

Residence Tax Area ✓

Work Tax Area

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Recurring Payments/Deductio... STy

20. Click the gray box to the left of **Recurring Payments/Deductions:**.

[illegible]

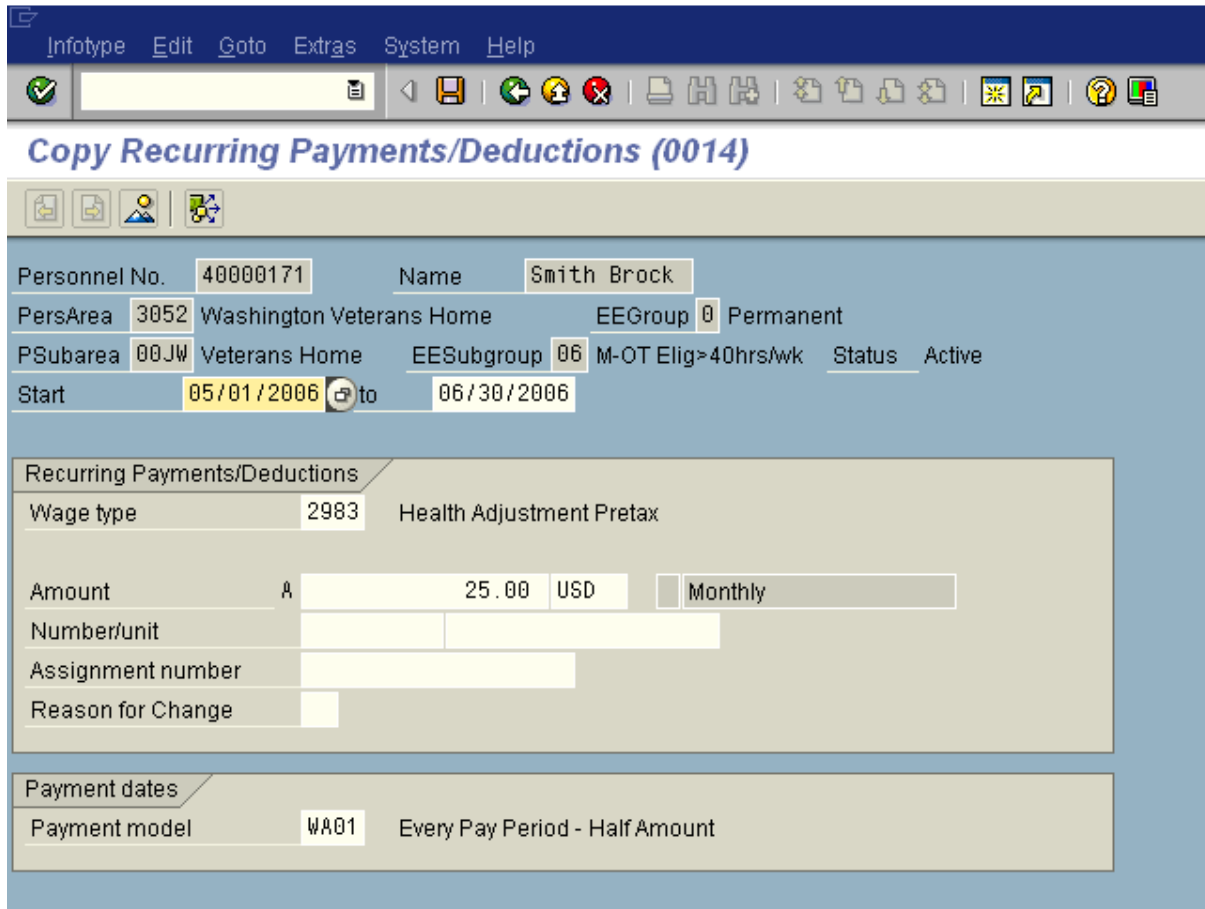
- State of Washington HRMS

File name: RECURRING_PAYMENT_DOLLAR_LIMIT.DOC **Version:** Train. T. Revised after SME Review SAP Parent
Last Modified: 5/15/2006 8:19:00 AM Page 14 / 17

Reference Number:

23. Click  (Copy)

Change Recurring Payments/Deductions



Copy Recurring Payments/Deductions (0014)

Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 05/01/2006 to 06/30/2006

Recurring Payments/Deductions

Wage type 2983 Health Adjustment Pretax

Amount A 25.00 USD Monthly

Number/unit


Assignment number

Reason for Change


Payment dates

Payment model WA01 Every Pay Period - Half Amount

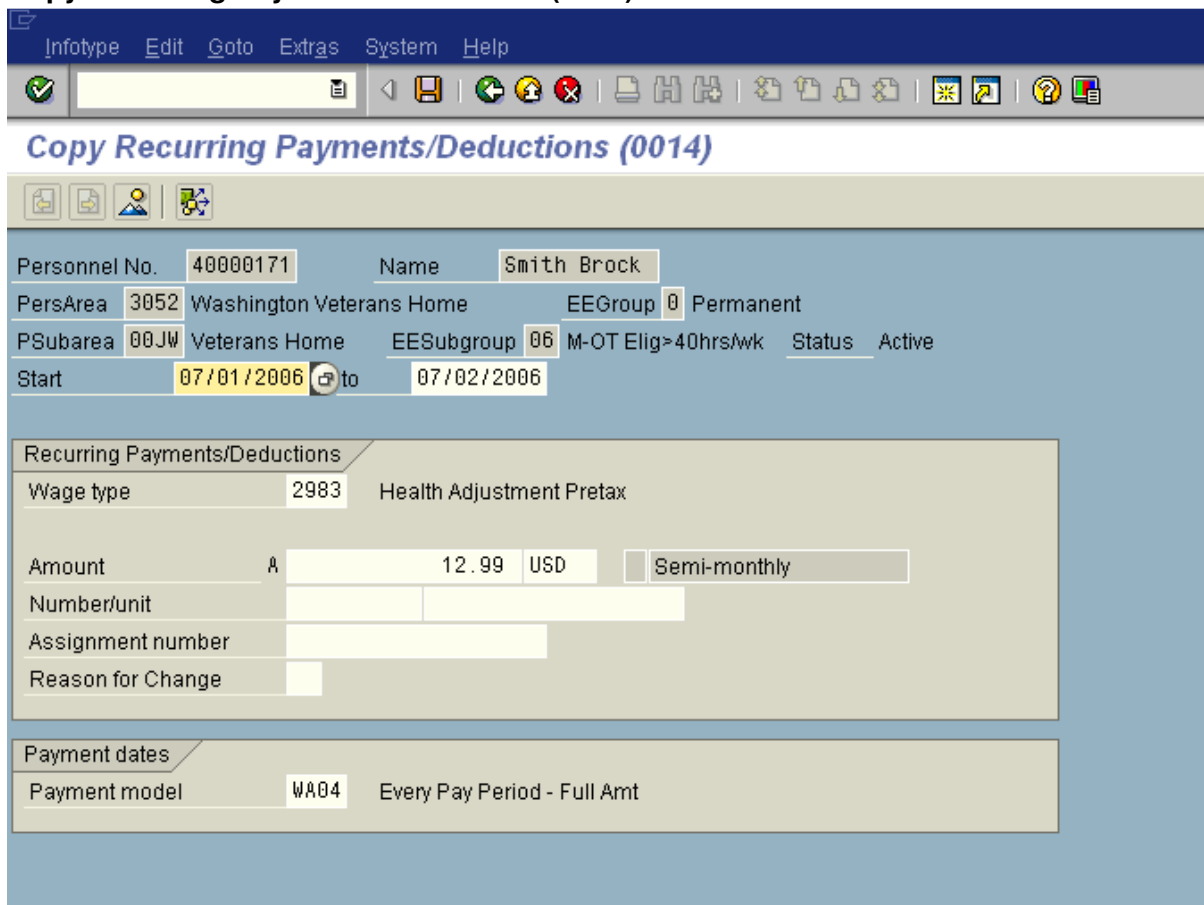
24. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date for the payment.  This date must be at least one day after the end date for the prior payment. Example: 7/1/2006
to	R	The end date for the payment. Example: 7/2/2006

Field Name	R/O/C	Description
Amount	R	The amount of the payment. Example: 12.99
Payment model	R	The payment schedule for the payment – the pay period and the amount. Example: WA04 Every Pay Period - Full Amount

25. Click  (Enter) to validate the information.

Copy Recurring Payments/Deductions (0014)



Personnel No. 40000171 Name Smith Brock

PersArea 3052 Washington Veterans Home EEGGroup 0 Permanent

PSubarea 00JW Veterans Home EESubgroup 06 M-OT Elig>40hrs/Awk Status Active

Start 07/01/2006 to 07/02/2006

Recurring Payments/Deductions

Wage type 2983 Health Adjustment Pretax

Amount A 12.99 USD Semi-monthly


Number/unit

Assignment number

Reason for Change

Payment dates

Payment model WA04 Every Pay Period - Full Amt

26. Click  (Save) to save.

27. You have completed this transaction.

Result

You have added an end date for a recurring payment that doesn't maintain a balance wage type.

If required, you have created a payment to repay the remaining balance.